



ILLINOIS RACING BOARD

Accommodation Request Procedures for Employees

The following procedures should be followed in processing reasonable accommodation requests from employees. The agency EEO Officer/ADA Coordinator can provide guidance on the accommodation process.

1. The employee shall submit a completed reasonable accommodation request form along with current medical documentation, if necessary, to his or her immediate supervisor and give a copy of the form and medical documentation to the agency EEO Officer/ADA Coordinator. The employee should retain a copy of this information in his or her files
2. Once received, the supervisor shall review the request form for completeness; insure that all applicable documents have been included; and make a recommendation, in writing, to the EEO Officer/ADA Coordinator within five (5) working days of receipt of a properly completed form. (Working days shall be measured by the scheduled work days of staff located at the JRTC.)
3. The EEO Officer/ADA Coordinator shall review the supervisor's recommendation and make a recommendation to the Reasonable Accommodation Committee (RAC) within five (5) working days of receipt of the supervisor's recommendation.
4. The EEO Officer/ADA Coordinator shall convene a meeting of the RAC within ten (10) working days of receipt of the supervisor's recommendation. The RAC shall review the accommodation request. If further information is required to make a recommendation, the employee shall be given 30 days to provide the additional information. The RAC will be given 10 working days to review the additional information. Once the RAC's review is complete, the Committee's recommendation shall be submitted to the Executive Director within five (5) working days of the RAC's review for the Executive Director's approval or denial.
5. The Executive Director shall review the RAC's recommendation and shall render a decision of denial or approval within five (5) working days of receipt from RAC. A copy of the Executive Director's decision and the RAC's recommendation will also be sent to the employee by the RAC within five (5) working days of receipt of the Executive Director's decision.
6. The time limits provided in this section may be extended up to 30 days if circumstances warrant; e. g., absence of a person needed to make determination, additional information is required, etc.
7. Provided that appropriate medical documentation has been submitted, the EEO Officer/ADA Coordinator shall inform the employee in writing of the agency's decision to grant or deny the request within thirty (30) days of receipt of the completed request form. A copy of the response will also be sent to the supervisor.

8. If the Executive Director approves the accommodation request, the agency shall take appropriate action to comply with the accommodation request. Approved accommodation requests shall be implemented as soon as possible. Please note: The agency may offer alternative suggestions providing an equally effective accommodation to remove the workplace barrier in question.
9. Reconsideration: If an employee wishes to ask the Executive Director to reconsider a decision on a reasonable accommodation request, a written request shall be addressed to the director within ten (10) working days of notification of the decision. The reconsideration request shall include the reasons that a reconsideration is being requested and, if appropriate, alternative suggestions for reasonable accommodation. After a complete review of the matter, the Executive Director shall make a decision, and the employee shall be notified within ten (10) working days of receipt of the request.
10. The Executive Director's decision shall constitute the final internal action by the agency of the accommodation request.
11. An employee who has been denied accommodation has the right to file a complaint at the state level with the Illinois Department of Human Rights within 180 days of the denial of the request. An employee may also have the right to file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC).
12. The EEO Officer/ADA Coordinator shall document any action taken on a reasonable accommodation request where indicated on the request form and shall retain completed accommodation request forms one year following final action in the matter.